

NORTH BAY – MATTAWA SOURCE PROTECTION AREA

SOURCE PROTECTION COMMITTEE



RULES OF PROCEDURE

SPC Chair
Wayne Belter
Effective: September 23, 2020

Supervisor, Source Water Protection
David Ellingwood

TABLE OF CONTENTS

| | Page |
|---|-----------|
| 1.0 Introduction | 1 |
| 2.0 Definitions..... | 1 |
| 3.0 General Conduct of Meetings | 2 |
| 4.0 Decision-making | 5 |
| 5.0 Quorum | 6 |
| 6.0 Proxy Voting | 7 |
| 7.0 Relationship of Committee with the Source Protection Authority and the North Bay-Mattawa Conservation Authority..... | 7 |
| 8.0 Committee Membership and Appointments | 8 |
| 9.0 Duties of Chair..... | 8 |
| 10.0 Duties of Project Manager | 9 |
| 11.0 Duties of Source Protection Committee | 9 |
| 12.0 Duties of Members | 10 |
| 13.0 Role of Working Groups | 11 |
| 14.0 Removal of Member from Office..... | 11 |
| 15.0 Freedom of Information and Protection of Privacy Act (FIPPA) | 11 |
| 16.0 Per Diems and Expenses | 12 |
| 17.0 Media Contact..... | 12 |
| 18.0 Indemnity | 12 |
| 19.0 Acknowledgement | 13 |

RULES of PROCEDURE

1.0 Introduction

- 1.1 This regulation is passed under powers conferred on the North Bay-Mattawa Source Protection Committee by the Clean Water Act, R.S.O. 2006.
- 1.2 The North Bay-Mattawa Source Protection Committee, was established by the North Bay-Mattawa Source Protection Authority under the Clean Water Act, R.S.O. 2006 s.7 and is responsible for the preparation and maintenance of a Terms of Reference, Assessment Report and Source Protection Plan for the North Bay-Mattawa Source Protection Area in accordance with the Clean Water Act, R.S.O. 2006, associated regulations and Director's rules.
- 1.3 If necessary, amendments to these Rules of Procedure may be made from time to time with the approval of two-thirds of the membership of the Source Protection Committee and authorization of the North Bay-Mattawa Source Protection Authority (NBMSPA), pursuant to the requirements of the foregoing Act and regulations.

2.0 Definitions

- 2.1 In this regulation:
 - a) “**Acting Chair**” refers to a Member selected by the Committee who acts as the Chair when the Chair is absent as per O.Reg. 288/07.
 - b) “**Authority**”, “**Source Protection Authority**” and “**SPA**” refer to the North Bay-Mattawa Source Protection Authority.
 - c) “**Chair**” refers to the Chair of the North Bay-Mattawa Source Protection Committee as appointed by the Minister.
 - d) “**Committee**” refers to the North Bay-Mattawa Source Protection Committee as defined by O.Reg. 288/07.
 - e) “**Director's rules**” mean the rules made by the Director under the Clean Water Act, R.S.O. 2006 s.107.
 - f) “**Liaison**” refers to a person who may attend Committee meetings in a non-voting capacity; this may include a representative of the SPA, Ministry or Medical Officer of Health.
 - g) “**Member**” means a Member of the North Bay-Mattawa Source Protection Committee appointed by the North Bay-Mattawa Source Protection Authority under the Clean Water Act, R.S.O. 2006 s.7.
 - h) “**Minister**” refers to the Minister of the Ontario Ministry of the Environment, Conservation and Parks.
 - i) “**Source Protection Area**” is the North Bay-Mattawa Source Protection Area as defined in O.Reg. 284/07.
 - j) “**Website**” refers to the North Bay-Mattawa Conservation Authority's Drinking Water Source Protection website.

- 2.2 Definition of terms used throughout this regulation corresponds to those definitions given in Section (1) of the Clean Water Act, R.S.O. 2006 and O.Reg. 288/07.

3.0 General Conduct of Meetings

- 3.1 This regulation governing the procedures of the Committee shall be observed in all meetings, as far as it is applicable.
- 3.2 Meeting Schedule:
- a) The Committee shall conduct regular meetings of the Voting Members and Liaisons.
 - b) The Committee shall establish a meeting schedule annually.
 - c) The proposed meeting schedule shall be published on the website.
 - d) The Chair shall determine the time and location of meetings of the Committee, while giving due consideration to input from members of the Committee and complying with minimum requirements of O. Reg. 288/07.
- 3.3 Location of Meetings:
- a) The Chair may select the physical location for conducting a meeting of the Committee. Generally, meetings will be held at the offices of the North Bay-Mattawa Conservation Authority.
 - b) The Chair has the option to hold any meeting by only electronic means. This may include teleconference, webconference software or other similar technology.
- 3.4 Declared State of Emergency: Where an emergency has been declared to exist in all or part of the Source Protection Area under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act that would preclude Committee Members from meeting in person, meetings of the Source Protection Committee are to take place virtually for the duration of the declared emergency.
- 3.5 Emergent/Special Matters: Where an emergent matter requires immediate direction from the Committee, meetings of the Source Protection Committee are to take place virtually.
- 3.6 Adverse Weather or Circumstances:
- a) Where the Chair has called a meeting to be held at a physical location and, in the opinion of the Chair, adverse weather or other circumstances make the conduct of such meeting unsafe for attendees, the Chair may cancel the meeting or change the meeting to an electronic format.
 - b) Members will be advised of the change as soon as possible. Every effort will be made to confirm the change to each Member.
 - c) A Notice will also be published on the website advising of the cancellation or, in the case of a change to a virtual meeting, informing the public of details of the virtual meeting.

3.7 Attendance at Meetings:

- a) Attendance in person by Members is preferable whenever the meeting is being held in a physical location.
- b) A Member may participate by appointment of a proxy in accordance with Section 6.
- c) A Member may participate in any Committee meeting by telephone or such other electronic means as deemed appropriate by the Chair and Committee.

3.8 Notice of Meetings:

- a) Email notice of all Committee meetings shall be sent to each Member and Liaisons of the Committee.
- b) Notice of all Committee meetings shall also be conveyed to municipalities, public and the local media at least five (5) days prior to the date of the meetings, by posting notice on the website, and in such manner as may be determined by the Committee.
- c) All notices of Committee meetings shall include the time and place of the meeting and items intended for discussion.
- d) Anyone wishing notice of meetings shall leave their name and postal address or email address with the Project Manager or designate. The Project Manager or designate shall inform that person in writing, by email or by telephone in advance of future meetings.

3.9 Delegations to the Committee:

- a) Each agenda shall include a section entitled "Delegations".
- b) Persons or groups desiring to make a delegation shall give written notice of their interest in making a presentation at least 2 weeks prior to a meeting.
- c) Any supporting information pertaining to their presentation should be received by the Project Manager at least one week prior to the meeting so that the material can be included in the agenda package.
- d) The request should comprise a brief statement of the issue or matters involved and indicate the name(s) of the proposed speaker(s).
- e) All requests received before the closing of the agenda shall be listed in the section of the agenda titled "Delegations" and indicate the source of the request and a brief description of the issue or matters involved.
- f) Presentations by scheduled delegations are to be made by only one spokesperson and are limited to ten (10) minutes plus discussion time.
- g) Delegations shall be heard only when the meeting is dealing with the item "Delegations" on the agenda except that the Committee gives consent by an approved motion to change the hearing of any specific delegation for consideration under a particular item or matter on the agenda.

- h) Any variation in the provisions for scheduled delegations for 2-weeks notice, advance submission of information or duration of presentation is to be at the discretion of the Chair or by an approved motion of the Committee.
 - i) No motion arising from a presentation by a delegation that would result in legislative noncompliance is permitted.
 - j) Despite the foregoing rules regarding notice for a delegation, a person or delegation may attend the Committee meeting and be given leave by the Chair to speak to the Committee during the “Delegations” part of the agenda provided that:
 - a Member makes a motion that the delegation be added to the agenda;
 - the name of the presenter and affiliation (if applicable) is specified in the motion;
 - the issue or matter involved is specified in the motion; and
 - the motion is adopted by the Committee.
 - k) Presentations by unscheduled delegations (as described in (j) above) are to be made by only one spokesperson and are limited to five (5) minutes.
- 3.10 Committee meetings shall adhere to the current edition of Bourinot’s Rules of Order, the rules provided herein or other generally accepted rules of procedure.
- 3.11 The Chair shall preside at all meetings of the Committee. In the event of the absence of the Chair from any meeting, the Voting Members present shall appoint an Acting Chair who, for the purposes of that meeting, has all the powers and shall perform all the duties of the Chair.
- 3.12 The Chair shall preserve order and decide on questions of order. When the Chair's rule is challenged, the Committee shall forthwith vote to sustain the Chair's ruling or to make a new ruling.
- 3.13 Written notice of motion may be given by any Voting Member of the Committee and shall be forthwith placed on the Agenda of the next meeting.
- 3.14 When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the meeting.
- 3.15 The Agenda of the meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Committee.
- 3.16 The following persons may attend and participate in discussions at meetings of the Committee including any meetings or part of a meeting that is closed to the public:
- a) a person designated by the SPA as a representative of the Authority;
 - b) a person designated by the Minister as a representative of the Ministry; or
 - c) a person designated by the Minister as a representative of the Medical Officer of Health for the health units in which any part of the source protection area is located.

3.17 Meetings of the Committee are to be open to the public. The Committee shall not close a meeting or part of a meeting to the public unless it has passed a resolution that states that the meeting or part of the meeting is closed to the public and states the general nature of the subject matter to be discussed in the absence of the public as per O.Reg. 288/07 s.18.

3.18 Minutes of Meetings;

- a) Minutes of all meetings of the Committee shall be recorded by the Project Manager or designate.
- b) A copy of the minutes of a meeting shall be sent to Committee Members by email by the Project Manager or designate within 30 days after any meeting or as part of the next agenda package, whichever is less.
- c) Any Member may request that a dissenting view be recorded in the minutes, and the minutes shall include a description of the dissenting view.
- d) The minutes of the previous meeting shall not be read at a Committee meeting unless the reading thereof is requested by resolution.
- e) Approved minutes will be posted on the website.
- f) Minutes of in-camera sessions are also to be kept. These minutes are not available to the public, but form part of the official record of the Committee.
- g) At such time as a matter which was dealt with in camera is no longer confidential, then the minutes relating to that item shall become part of the public record and posted on the website.

3.19 On an annual basis, the Project Manager or designate shall provide an attendance record of Members to the Source Protection Authority.

3.20 During any period where an emergency has been declared to exist in all or part of the North Bay-Mattawa Source Protection Area, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, staff shall implement best practices to make meetings of the Source Protection Committee open to the public in accordance with section 18(1) of Ontario Regulation 288/07 under the Clean Water Act, 2006. Where possible, staff shall provide for alternative means to allow the public to participate in any meetings electronically.

3.21 Where the Chair has called a meeting that is to be held electronically, and where a technological failure occurs (e.g., Internet outage, system crash), failure to open a meeting to the public through means of electronic meeting participation does not call the meeting into question.

4.0 Decision-making

4.1 The Committee shall attempt to make decisions by consensus among the voting Members.

4.2 If the Chair determines that in spite of reasonable efforts having been made, the Committee has been unable to achieve consensus, the decision may be made by a vote.

- 4.3 To be carried, a motion must have support of two-thirds of the Members present.
- 4.4 Voting shall be conducted by a show of hands or, where a member(s) participates electronically, by verbal or other means acknowledged by the Chair.
- 4.5 Each voting Member, or a duly appointed Proxy as per section 6.0, is entitled to one vote.
- 4.6 The Chair or Acting Chair, as the case may be, shall not vote.
- 4.7 Abstention from voting upon any matter will be deemed as a blank vote which is neither for nor against the motion.
- 4.8 After a question has been decided, any Member who voted thereon may, with the majority consent, move for reconsideration of the question. No discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once at any one meeting.
- 4.9 If a vote is deferred, only one deferral shall be permitted on any issue.

5.0 Quorum

- 5.1 Quorum of the Committee is the Chair plus at least two thirds of the number of Members of the Committee that the SPA is authorized to appoint. O.Reg. 288/07, s.12 (2). A proxy as per section 6.0 shall count towards quorum.
- 5.2 The business of the Committee shall be carried out at meetings of the Committee at which quorum is present. The abstention of a member(s) from discussion and/or voting due to a declared conflict shall not affect quorum.
- 5.3 Quorum not present:
 - a) If quorum is not present twenty minutes after the starting time appointed for a meeting of the Committee, the Project Manager or designate records the names of those present.
 - b) At the discretion of the Chair where quorum is not present, the members may continue with an information meeting to discuss items on the agenda.
 - c) No voting on issues may take place during an information meeting due to quorum not being present.
 - d) An information meeting shall be deemed to be adjourned ninety minutes after the starting time appointed for a meeting.
 - e) Should quorum be attained during the course of an information meeting, the Chair may declare that quorum is present and continue to run the meeting as a regular business meeting.
 - f) Minutes of any discussions during an information meeting shall be sent to all members.
 - g) The Chair may establish a new meeting date to conduct business if urgent issues need to be addressed prior to the next scheduled meeting. The

revised schedule shall be posted on the website and notifications made as per Section 3 of this document.

- 5.4 One or more vacancies in the membership of the Committee does not prevent the Committee from conducting business, as long as quorum can be met with the current appointed members.

6.0 Proxy Voting

- 6.1 A voting Member may participate by proxy, with the exception of election votes.
- 6.2 A proxy must be a Member of the Committee.
- 6.3 The proxy will have written confirmation of the Member's intent that shall govern the proxy vote as "for", "against", "abstain", or "discretion" with respect to a motion. A copy of the written proxy shall be provided to the Project Manager or designate prior to the recording of attendance at a meeting and shall be kept as part of the records of the meeting.
- 6.4 A separate proxy form is required for each meeting.
- 6.5 Submission of a proxy is not considered to be in attendance.
- 6.6 A member who participates via proxy at more than three consecutive meetings is deemed to not be attending Committee meetings regularly.
- 6.7 Members participating via proxy are not eligible to receive *per diem* payment for that meeting.
- 6.8 Close votes should be deferred rather than carried by a proxy that represents a person who was not in attendance for the discussion.

7.0 Relationship of the Committee with Source Protection Authority and North Bay-Mattawa Conservation Authority

- 7.1 An agreement is in place between the SPA and the North Bay-Mattawa Conservation Authority that provides appropriate resources for the functioning of the Committee.
- 7.2 Through funding from the Province of Ontario specifically for these purposes, the Source Protection Authority is responsible for:
- a) providing administrative support and funding for the operations of the Committee, including paying per diems and mileage costs;
 - b) obtaining and maintaining insurance coverage, such as for indemnification of Members;
 - c) providing technical support to the Committee to undertake technical work under the provincially-approved work plans and the review of technical work from other agencies, conservation authority staff and consultants;
 - d) maintaining the local source protection website, including posting all mandatory information, information as directed by the Committee or on behalf of the Source Protection Authority;

- e) maintaining the Committee's files and records;
- f) responding to any requests under the Municipal Freedom of Information and Privacy Act for information related to the Committee's operations;
- g) commenting on Terms of Reference, Assessment Report and Source Protection Plans;
- h) submitting Terms of Reference, Assessment Report and Source Protection Plans to the Province for approval, along with other comments received from public consultations and municipal council resolutions;
- i) submitting an Annual Report to the Ministry; and
- j) any other duties required under the Clean Water Act, 2006 and associated regulations, e.g. appointing members of the SPC, approving Rules of Procedure, etc.

8.0 Committee Membership and Appointments

- 8.1 The Minister appoints the Chair.
- 8.2 The membership of the Committee shall be in accordance with O.Reg. 288/07 under the Clean Water Act, R.S.O. 2006 as follows:
 - a) A total of 10 Members plus the Chair;
 - b) Three of the Members shall reflect the interests of the local municipalities;
 - c) Three of the Members shall reflect the interests of agriculture, transportation and the industrial/commercial sector;
 - d) Three of the Members shall reflect other interests at large;
 - e) One member shall reflect the interests of Nipissing First Nation; and
 - f) Liaisons (non-voting) may be included from the SPA, the Ministry and the North Bay-Parry Sound District Health Unit.
- 8.3 The term of appointment and filling of vacancies shall be done in keeping with O.Reg. 288/07. The Source Protection Authority has responsibility for appointing members to the Committee.
- 8.4 Upon a vacancy occurring in the Committee due to death, incapacity, resignation, expiry of term of appointment, or removal from office (as defined in Section 14 of this document), the vacancy shall be filled in keeping with O.Reg. 288/07.

9.0 Duties of Chair

- 9.1 The **Chair** shall provide direction for all phases of the Committee's activities and shall see that all business of the Committee is conducted in a fair and just manner and shall in particular:
 - a) Preside over the Committee meetings;
 - b) Represent the Committee at such functions as warrant the interest of the Committee, except where this responsibility is specifically assigned to some other person by the Chair or the Committee;

- c) Provide direction, through the Source Protection Authority, of the Project Manager in the day-to-day operation and administration of the Committee;
 - d) Ensure, through the Source Protection Authority, that all financial activities of the Committee are carried out in a responsible manner and with strict observance of all legal requirements and regulations;
 - e) Report on the work of the Committee to the SPA, including a periodic update on the status of each major task assigned to the Source Protection Committee; and
 - f) Be "ex-officio", a Member of all Working Groups or sub-committees appointed from time to time by the Committee or the SPA.
- 9.2 If the Chair is absent or unable to act or the office of the Chair is vacant, an Acting Chair will be selected by the Members of the SPC.
- 9.3 The Acting Chair shall have the powers and shall perform all duties of the Chair.

10.0 Duties of Project Manager

- 10.1 The **Project Manager**, as a staff member of the Conservation Authority, shall act as the administrator of the Committee and represent the Committee in such capacity as and when required, subject always to the direction provided by the Chair of the Committee and as specified in the "Provision of Service Agreement" between the SPA and the CA.
- 10.2 As a minimum, the Project Manager or designate shall:
- a) Administer and coordinate the total program of the Committee;
 - b) Provide direction and instructions for the consultants, contractors and other professional firms and individuals engaged from time to time by the Conservation Authority for the purposes of supporting the work of the Committee;
 - c) Keep or cause to be kept accurate records of meetings of the Committee;
 - d) Communicate all instructions from the Committee and its various committees related to the administration of the Committee;
 - e) Direct the preparation of material or projects to be undertaken by the Committee and to provide such reports as might be from time to time requested by the Committee;
 - f) Be responsible for the preparation of reports and correspondence to other agencies, governments and individuals as required;
 - g) Give or cause to be given all notices required by this Regulation;
 - h) Direct the preparation of all budget estimates in accordance with the requirements of the Committee; and
 - i) Attend Committee and Working Group meetings.

11.0 Duties of Source Protection Committee

- 11.1 Oversee the preparation and periodic review of Rules of Procedure including a Code of Conduct and Conflict of Interest policy;
- 11.2 Oversee the preparation and submission of a Terms of Reference in the prescribed manner and in keeping with O.Reg. 287/07;
- 11.3 Oversee the preparation, submission and periodic review of the Assessment Report in keeping with the Regulations and technical guidance modules and within the prescribed timeframe;
- 11.4 Oversee the preparation, submission and periodic review of a Source Protection Plan in keeping with the Regulations and within the prescribed timeframe;
- 11.5 Undertake public consultation as required by the Regulations;
- 11.6 Co-ordinate with the Source Protection Authority the authorization of payment of accounts, awarding and entering into contracts where necessary;
- 11.7 Determine how and when working groups may be established;
- 11.8 Review and provide input on any new technical work for new or amended drinking water systems;
- 11.9 Review annual reports and submit comments to the Source Protection Authority before submission to the Minister; and
- 11.10 Oversee the preparation and submission of all workplans required to amend the Source Protection Plan.

12.0 Duties of Members

- 12.1 As a Voting Member of the Committee and subject to the Clean Water Act, R.S.O. 2006 and attending Regulations, Members are responsible to:
 - a) Attend Committee meetings and be prepared to discuss issues;
 - b) Become aware and knowledgeable of programs, projects and activities of the Committee;
 - c) Attend public information sessions and participate in public consultation forums as directed by the Chair or required by Regulation;
 - d) Participate in undertaking public consultation as required by Regulation;
 - e) Keep the organizations and sector which the Member represents informed of Committee programs, projects and activities;
 - f) Oversee the preparation of documents as noted in section 11 above:
 - Rules of Procedure including a Code of Conduct / Conflict of Interest Policy;
 - Terms of Reference;
 - Assessment Report; and
 - Source Protection Plan
 - g) Serve as a member and/or Chair of working groups as designated by the SPC;

- h) Respect confidential information and abide by the process in place to safeguard confidential information; and
- i) Provide notice of a drinking water hazard in keeping with O. Reg. 286/07.

13.0 Role of Working Groups

- 13.1 The Committee may establish Working Groups to investigate issues and make recommendations to the Committee to advance drinking water source protection.
- 13.2 A Member of the Source Protection Committee will be selected by the Committee to Chair each working group that the Committee establishes. If an election for this position as working group Chair is requested by any Member, then it shall be conducted by secret ballot.
- 13.3 The working group Chair or designate will report back to the Committee at each regular meeting of the Committee.
- 13.4 The Project Manager and Chair shall be notified, in advance, of all meetings of the Working Groups.

14.0 Removal of Member from Office

- 14.1 The SPA can remove a Member from office as per O.Reg. 288/07 s.22. The Chair of the Committee may request that a Member be removed by the SPA.
- 14.2 A Member may be removed from office for the following reasons:
 - a) failure to comply with a condition of appointment set out in Section 7 of the Regulation which pertains to residing, owning or renting land or being employed within the source protection area;
 - b) failure to comply with the Committee's Rules of Procedures, Code of Conduct or Conflict of Interest policy;
 - c) continued absence from Committee meetings, which shall be defined as failure to attend at three consecutive Committee meetings; or
 - d) other reasons which in the opinion of the Chair or the Source Protection Authority warrant the member's removal from office.

15.0 Freedom of Information and Protection of Privacy Act (FIPPA)

- 15.1 The Committee Members shall be governed at all times by the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*.
- 15.2 In keeping with the *Freedom of Information and Protection of Privacy Act*, all meetings are open to the public. All matters arising out of Committee meetings, and supporting technical reports shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include the following matters:
 - a) Personnel records or issues;
 - b) On-going property negotiations;

- c) Court cases in which the Committee is involved;
- d) Discussions which could adversely affect the interests of a third party; or
- e) A personal or financial matter about an identifiable individual.

15.3 In the instance where a Member vacates their position on the Committee they will continue to be bound by *FIPPA* requirements.

16.0 Per Diems and Expenses

- 16.1 The Chair shall receive compensation from the Province in keeping with the terms of office.
- 16.2 Voting Members shall receive a per diem and expense allowance for attending Committee meetings, and any other such meetings to which they are directed by the Committee to attend.
- 16.3 If no quorum is present, the per diem rate shall be paid only to those in attendance.
- 16.4 All per diem expenses, mileage and allowances are to be in accordance with the policy direction of the SPA.
- 16.5 Any Committee Member, who is reimbursed by their organization for involvement in the Committee, shall have their per diem and expenses paid to the organization that provides the support.

17.0 Media Contact

- 17.1 The Chair is the designated spokesperson on behalf of the Committee unless another Member is assigned the responsibility by the Chair.
- 17.2 Members should make every effort to confer with the Chair and Project Manager or designate in advance of providing written or verbal responses to the media.
- 17.3 If a Member is the designated spokesperson on any matter, they must speak on behalf of the Committee as a whole.
- 17.4 If a Member is not the designated spokesperson, then they must clarify for the media that they are speaking only for themselves.
- 17.5 As soon as possible after any media interview, the Member shall provide to the Chair and Project Manager the name of media outlet, person doing interview, date of expected publication/broadcast, the questions asked and answers given, and copies of any written information supplied.

18.0 Indemnity

- 18.1 In keeping with Section 99 of the Clean Water Act, R.S.O. 2006, every Member of the Committee and his/her heirs, executors, administrators, and estate and effects respectively shall be indemnified and saved harmless from and against all costs, charges and expenses whatsoever which Member of the Committee sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him/her for or in respect

of any act, deed, matter, or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office except such costs, charges or expenses as are occasioned by his/her own wilful neglect or default.

19.0 Acknowledgement

19.1 Each Member shall be required to review a copy of these Rules of Procedures and acknowledge in writing that he or she has done so.

19.2 The SPA will retain a copy of each Member's signed acknowledgement.